TIMEPro

**TimePro Portable Unit
Version 3 onwards**

From

MIM Systems Ltd

Operating the TimePro Portable Unit

(Before using for the first time, see Setting up the TimePro Portable on Page 3)

Layout of Main Controls

Installing and Setting up the TimePro Portable unit

Installing the software

Ensure TimePro is closed down on all PC's with TimePro installed.

1. Insert the CD in the PC
2. Click the Windows 'Start' button
3. Click 'Programmes'
4. Click the 'TimePro' folder
5. Click 'Update Utility'
6. When the update screen is displayed, click on the dropdown box and choose the CD as the update source.
7. Click 'Update'

Repeat the above on all computers that have TimePro installed.

Installing the Portable Data Cradle

The TimePro Portable Cradle is used to transfer data from the Portable to the TimePro software. It can also be used to charge the battery in the Portable.
The cradle should be used with the same PC that is connected to the fixed TimePro clocks.
The data cable should be connected to a 9 Pin Com port on the computer; if you do not have a spare Com port you have two options:

1. Use a switch box to switch between the fixed and portable cradle.
2. Use a USB to Serial adapter (Not suitable for Windows NT4)

Both of the above are available from Motor Industry Management Systems Ltd.
Plug in the mains adapter and connect it to the rear of the cradle, make sure the slide switch on the rear of the cradle is set to 'ON'

The TimePro software must be configured with the Com Port that the cradle is connected to.
1. Start TimePro.
2. Click 'Clock Operations' on the top toolbar
3. Click 'Clock / Modem Setup' on the lower toolbar
4. Set 'Portable Software Version to the appropriate Number (Currently Version 3)
5. Set 'Com Port Portable Units' to the correct port number

If you have used a spare Com port on the PC, the number will probably be 2 if the Hard Wired port is 1 or 1 if the Hard Wired port is 2.
If you are using a switch box, it will be the same number as the Hard wired com port.
If you are using a USB / Serial adapter, you will have to check what number Com port has been allocated by the adapter software.

Operating Modes

In this manual we will refer to the unit being in one of **three** operating modes, you can tell which mode the unit is in by the display:

Start Mode

```
PT-500 v1.03
256KB Total
168KB Free
>
```

Data Mode

```
┌─────────────────────────┐
│  <   MAIN  MENU   >      │
│   1-RUN      2-SET       │
│   3-DIR      4-DEL       │
│   5-DIAG     6-INIT      │
└─────────────────────────┘
```

Programme Mode

```
┌─────────────────────────┐
│ TimePro Portable V3      │
│ 1  Select Employee       │
│ 2  Review Data           │
│ 3  Comms (Hold Btn)      │
└─────────────────────────┘
```

Switching Modes

1 From Start Mode to Data Mode, Press 'Menu'
2 From Start Mode to Programme Mode, Press Exit
3 From Data Mode to Programme Mode, Press 'Exit', if unit does not go into Programme mode automatically, Press F1
4 From Programme Mode to Start Mode, Press & Hold '3'
5 From Programme Mode to Data Mode, Press & Hold '3', then Press 'Menu'

The unit is switched on by pressing the red Power button. To switch off, press & hold the Power button for three seconds.

Setting up the Portable for First Time Use

TimePro Software

Programming the TimePro Portable with User Names, Sale Codes and Non Productive Codes

The TimePro Portable must be configured with the employee names, Sale Codes and Non Productive Codes before it can be used.
Start TimePro on the PC that is to be used with the Portable

1 Open the 'Clock Operations Screen'

2 Click the button on the lower toolbar 'Create User List for Portable units'

3 Use the Create User List screen to select the Employees that you wish to programme to the

   Portable. If you have more than one TimePro Portable, you can create different lists for each unit

   by selecting the appropriate unit number.

4 To create the list, click the 'Create List' button on the toolbar.

Creating a User list will also create the Sale Code and Non Productive Codes list, so if you create or amend Sale Codes or Non Productive codes in the TimePro software, you will need to create a User list in order to create new Sale and Non Prod lists for the Portable.

If the **TimePro Portable is switched ON**, ensure it is in **Programme Mode** (if it is expecting data input, press the 'Exit' key repeatedly until in Programme Mode) press & hold button 3, then the 'Menu' Button, the display should read < MAIN MENU > indicating that the unit is in **Data Mode**.
If the **unit is switched OFF**, hold the exit key down whilst switching the unit on. This will prevent the TimePro programme starting, press the 'Menu' button. The display should read < MAIN MENU > indicating that the unit is in **Data Mode**

Place the TimePro Portable in the Data Cradle, using the TimePro software on the PC

1 Open the 'Clock Operations Screen'

2 Select 'Portable Units' from the Clocks Dropdown box

3   Click the button on the lower toolbar 'Run out clock operation'

4   A pop up screen will be displayed, check the box 'Programme TimePro Portable with Users Names'

5   If applicable, select the number of the TimePro Portable

6   Click 'OK'

TimePro will connect to the unit and programme it with the employee names, Sale Codes and Non Productive Codes.

To start the TimePro Portable in Programme Mode, press the exit key, if the programme does not start, press the F1 key.

Using the Portable

The unit records when you clock in and out of work and on to jobs, or if you do not have job, a downtime activity. You simply record each change of job by clocking onto the next job; you do not have to 'clock off' a job, just clock on to the next job.

Downtime activities are just special job numbers; these can be entered via the keypad or scanned from the TimePro Portable Bar Code chart supplied.

Determining the Software Version number

The actual use of the Portable differs depending on the software version, to determine the version, switch the unit on. The display will read 'TimePro Portable' followed by the Version Number

Operation (Version 3 onwards)

Note: You can return to a previous Menu or prompt at any time by pressing the Exit key.

Selecting an Employee

After switching the unit on you will see the main menu (If you do not, press F1). The menu looks like this:

```
TimePro Portable V3
1   Select Employee
2   Review Data
3   Comms (Hold Btn)
```

Press button 1, you will be prompted for your UserID, this is your clock number, enter the number and press the red enter button. Your name will then be displayed (If you get a message 'Employee not Found', see Portable Setup to programme the unit with the employee names)

Press the Enter key to accept or Exit to choose another employee.

You will now see the second menu:

```
Employee number n
1   Attendance
2   Job / Non Prod
3   Review Data
```

The first line of the display shows the employee number that is in use*, all clockings will now be applied to this employee unless you press Exit from this menu and choose another employee*.

To clock in or out from work (Attendance)

Press button 1, the screen will display the employee number with the time and date. To accept the clocking, press Enter, to cancel press Exit.
If you press Enter, the display will briefly confirm the clocking.

To clock onto a job or none productive activity

1. Press button 2.
2. Enter or scan the Job number or Non Productive Code, if you have entered the number via the keypad, press the Enter button.
3. The display will show the number you have entered, in the case of a Non Productive code, the description will also be shown
4. Press Enter to accept the number or Exit to re input a different number.
5. If you entered a Job Number, the Display will now read 'Sale Type'
6. Enter or scan a Sale Code (press enter if using the keypad), if you enter a valid number the description will be Displayed
7. Press Enter to accept or Exit to input a different code
8. When you press Enter, the details of the clocking will be briefly displayed

NOTE: The clocking is NOT registered until you confirm the Sale Code; make sure you complete the above fully!

If you enter a Non Productive Number or Sale Code that is not recognised, you will get an error beep and a message that the code is unknown.

Job Numbers can be alphanumeric (Registration numbers for example). To enter letters, press the blue 'Alpha' key, letters can then be entered via the keyboard. To change back to numbers, press the 'Alpha' key again

You will then be returned to the Second Menu. The above process can then be repeated **FOR THE SAME EMPOYEE** if you want to enter a clocking for a different employee, press the 'Exit' button to go back to the Main Menu and select another employee.

If you get a rapid beep, then you are doing something wrong:

1. Entering less than 4 letters / numbers for a job number.
2. Entering less than 1 or more than 2 numbers for a Sale Code
3. Entering Letters for a Sale Code
4. Entering an unknown Sale or Non Productive Code

A repeating beep indicates that the TimePro Portable is waiting for you to confirm an action.

If the cursor is a ▮ it is expecting a number if it is a _ it is expecting a letter. Press the blue 'Alpha' key to toggle between letters and numbers.

If you enter a wrong letter or number press the backspace (Bksp) key. Pressing the exit key at any time, will move you back to the previous prompt.

Reviewing Data

Until data is downloaded to the computer, it can be reviewed on the TimePro Portable.
This is available form both the Main Menu (Press button 2) or the Second Menu (Press button 3)
If clock records exist, the latest clocking will be shown, to move to earlier (Previous) clockings, press the < Scroll key, to move to later (Next) clockings, press the > Scroll Key.
To return to the Menu, press the Exit key.

Downloading Data from the TimePro Portables to the TimePro software

Data will be stored in the TimePro Portable until you download it to the TimePro PC. The capacity of the TimePro Portable is more than sufficient, but we suggest you download data as often as possible as this will make correcting mistakes a lot easier and protects against loosing a large amount of data should the unit become lost or damaged.

If the **TimePro Portable is switched ON**, ensure it is in **Programme Mode** (if it is expecting data input, press the 'Exit' key repeatedly until in Programme Mode) press & hold button 3, then the 'Menu' Button, the display should read <   MAIN MENU > indicating that the unit is in **Data Mode**.

If the **unit is switched OFF**, hold the exit key down whilst switching the unit on. This will prevent the TimePro programme starting, press the 'Menu' button. The display should read < MAIN MENU > indicating that the unit is in **Data Mode**.

Place the TimePro Portable in the Data Cradle

1   Open the 'Clock Actions Screen'

2   Select 'Portable Units' from the Clocks Dropdown box

3   Click the button on the lower toolbar 'Carry out clock operation'

4   Click 'OK' on the next screen

Data will then be transferred from the TimePro Portable to the software, if all data is error free, it will be processed in the normal way and you should then check attendance clockings and enter sold time as per the normal routine.

To restart the TimePro Portable Programme, press the 'Exit' key, if the programme does not start automatically press the function key **F1**

Data exceptions

A clocking will not be accepted from a TimePro Portable for the following reasons:

1   A none productive number is invalid

2   A Sale Code number is invalid

3   A Job Number is alphanumeric

If **any** of the above exist in a download, **ALL** the clockings will be held as pending and the Pending Clockings screen will be displayed (This screen can be accessed at any time from the bottom toolbar in the 'Clock Operations' screen)


By default, only pending clockings with errors are shown, to show all clockings click the 'View All Pending Clockings' button.

All clockings with errors must be corrected before **ANY** of the pending clockings will be processed and available in TimePro. The reason for the error is shown in the Problem Column

Continued on the next page

1 The Job number is less than 2000 (Except 1111)

    a. Overtype with the correct number or click the arrow and choose to convert either to an attendance clocking or a non productive clocking.
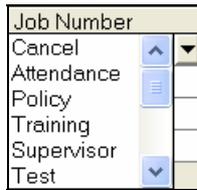
2 A none productive number is invalid

    a. Click on the arrow and choose a valid non productive activity.
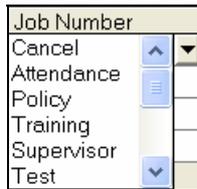
3 A Sale Code number is invalid

    a. Click on the arrow and choose a valid Sale Type.
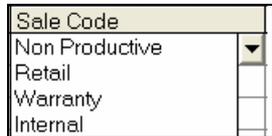
4 A Job Number is alphanumeric

    a. Overtype with the correct Job Number and press Enter

As you correct an error the 'Problem' field will change to 'OK' (or TAA if changed to an attendance clocking). When all errors have been corrected, the caption on the 'Postpone' will change to 'Process' click this button to close the screen and process the clockings.

To print a list of clockings that require correction, click the 'Print' button.

If you are unable to correct the clockings immediately, you can process just the attendance clockings by clicking the 'TAA Only' button. This will process any attendance clockings from the portable but will hold all the job clockings as pending. This action will 'clock' any productive employees onto a Non Productive activity called 'Pending' as there will not be any job clockings until you have corrected the pending clockings. *If you process attendance clockings only you should understand that any Performance Reports will not be accurate until all the pending clockings are corrected.*

If any errors exist and you click 'Postpone', you will get a warning that NONE of the pending clockings will be processed into TimePro.

Programming a TimePro Portable with new or different employee names
Follow the procedure outlined in *Setting up the Portable for First Time Use* on page 4

Deleting Data from the Portable
Data is deleted from the Portable after a successful download so *it is not necessary for you to delete data separately*. However, there may be occasions when you wish to delete the data without downloading it into the software (for example after testing or demonstrating the unit)

To perform a manual deletion:
1. Ensure the Portable is in Data Mode and in the cradle.

2. Open the 'Clock Actions' screen and choose 'Portable Units' from the Clocks dropdown box.

3. Click 'Run Clock Operation' this will show the Portable download screen.

4. Hold the Ctrl & Alt keys down.

5. Click 'OK'

6. You will get a warning that you are about to delete the data, click 'OK' if you wish to continue
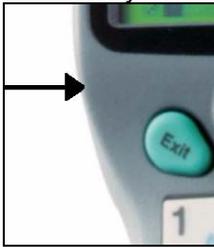
Portable Setup

Battery Charging / Care

The TimePro Portable display will blink when the battery needs recharging.

Charging the battery

Charging the battery is can be done in two ways:
1. Using the Data Cradle
   The battery will be charged in about three hours
2. The AC-DC power adapter
   The battery will take 14 – 16 hours to charge if completely discharged.

   Plug the Adapter cable in to the socket on the left of the unit.

Main Battery

The TimePro Portable operates with either a rechargeable nickel metal-hydride (NiMH) battery pack or three standard AA size alkaline batteries. When the main battery is running low, the LCD display will start blinking. If the unit is switched off and on again, a warning message stating "MAIN BATTERY LOW" will appear on the LCD display. We recommend that alkaline batteries are only used where the rechargeable battery has gone flat and immediate recharging is not possible. DO NOT TRY TO RECHARGE ALKALINE BATTERIES!

Battery Installation Procedure:
1. Turn off the portable and place it face down.
2. Move the battery compartment latch to the left to open. Remove the battery cover.
3. Insert the main batteries:
   a. NiMH battery:
      Place the battery with label facing up; firmly push the whole pack inside the compartment.
   b. Alkaline batteries:
      Insert the batteries in the positions as shown by the polarity symbols inside compartment
4. Replace the battery cover and move the latch back to the locked (centered) position.
5. If you are using NiMH battery pack, please charge the NiMH batteries continuously for 14 to 16 hours with AC-DC power adapter, or 3 hours with the Data Cradle.

Note: The AC-DC power adapter is only for **NiMH battery** pack recharging. It won't recharge alkaline batteries.

Backup Battery

The TimePro Portable also has a built-in rechargeable Lithium backup battery that temporarily protects data stored in RAM. The power of the Lithium battery is only consumed when the main power source is not available, such as when the main battery is removed or discharged. When a functional NiMH battery pack or 3 AA-size batteries are in the main battery compartment, power is provided to backup the RAM memory and system clock, which effectively puts the Lithium battery in a standby state.

The power circuitry of the TimePro Portable monitors the voltage level from the main power source and automatically connects the Lithium battery for backup once it has detected that inadequate power is being provided by the main power source. Under these conditions, the life of the Lithium battery would be up to **10** hours. Therefore it is highly recommended that the main battery always be kept adequately charged inside the unit.

Setting Date and Time

Switch on the portable whilst pressing the 'Exit' key. The portable will be in **Start Mode**. Press the function key F2: (continued on the next page)
To set the Time, press 1 and enter the new time, press enter to confirm.
To set the Date, press 2 and enter the new date, press enter to confirm.
NOTE!! The date MUST be entered in the format MM/DD/YYYY

Press the 'Exit' key three times, if the TimePro Portable programme does not start automatically, press F1

Trouble Shooting

The unit does not start the TimePro Portable Programme automatically when switched on
Press function key **F1**

The unit does not respond when doing a data download or programming with User names
Check the following:
1. You have 'Portable Units' selected in the Clocks dropdown in the 'Clock Actions' Screen.

2. The unit is **Data Mode**, the display should read < MAIN MENU >, if it does not, do the following
    If the TimePro Portable is switched ON, press & hold button 3, then the 'Menu' Button, the display should read < MAIN MENU >. If the unit is switched OFF, hold the Exit key down whilst switching the unit on. This will prevent the TimePro programme starting, press the 'Menu' button. The display should read < MAIN MENU >.

3. If you have a switch box to switch between the main clock and the portable unit, ensure it is set to portable.

4. The unit is properly located in the Data Cradle

5. If none of the above corrects the problem, switch the unit off. Switch on the portable whilst pressing the 'Exit' key. The portable will enter **Start Mode**. Press function key **F3**, the display will read 'Baud Rate' and show a figure which should be **9600** if it is any other setting, press the 'SP' key repeatedly until the display reads 'Baud Rate 9600'. Press the enter key once, and then press the 'Exit' key twice to return to the Data Menu.

'Employee not Found' message when a UserID is entered
Check the following:
1. You have used a valid UserID
2. The unit has been programmed with the employee names that are to use the unit (See Setting up the Portable for First Time Use on Page 4)
    a. If you have more than one unit, make sure you created a User list for the correct number unit.
    b. You check the box 'Programme Portable with User Names and select the correct unit number when programming the unit

No new names were programmed to the unit
Make sure that you use the same unit number when you create the User list AND programme the unit with the names.

Changes made to Sale Codes and / or Non Productive Codes are not uploaded to the Portable
The list of Sale & Non Productive codes is only produced when you create a User list. Create a new User list and upload to the Portable.

The Portable Display Reads < ezJob Menu>
You have managed to get the Portable into its default programme!
1. Press 'Exit'
2. Press 'F1' twice

WARNING! There are Pending Clockings message
If this message is displayed in the status bar of the TimePro software screen, it is to warn you that you have not corrected some pending clockings. It is important to remember that **all** clockings (including those

without errors) will **not** be processed and visible in TimePro until you have corrected the pending clockings with errors.
Open the Pending Clocking Screen (on the bottom toolbar of the 'Clock Actions' screen) and correct any errors.

The display is blinking

The battery is getting discharged; see Battery Charging / Care on page 9